

CLASSIFICATION: CHILD PROTECTIVE SERVICE WORKER I

Class Code: 1983-18

Date Established: 05-16-90

Occupational Code: 7-7-7

Date of Last Revision: 08-06-13

BASIC PURPOSE: To perform entry-level protective service casework in reviewing and investigating reports of alleged child abuse/neglect and to develop and implement a case plan designed to strengthen families and to protect children as mandated by state and federal laws.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Interviews and collects information from alleged victims, alleged perpetrators and witnesses to assess validity of child abuse/neglect reports.
- Investigates reports of alleged child abuse and neglect; compiles and presents information on child abuse/neglect reports for assessment of risk to child.
- Documents and presents evidence to support petitions of child abuse and neglect in court of jurisdiction; presents direct testimony under direction of a supervisor.
- Develops with family members, implements and monitors a case plan to preserve and strengthen families and to provide safety, well-being, and permanency for children.
- Assists in locating suitable alternative placement to meet a specific child's needs in accordance with established policy and guidelines.
- Facilitates placement and coordinates family visitations; transports clients and/or their families to and from visits and various appointments.
- Develops and maintains case records which includes the case plan, court orders, and other required documents; participates in the development of permanent plans (long term foster care or adoption) for children.
- Assists in locating and monitoring resources for children and families.
- Responds to inquiries by potential foster families by explaining the licensing requirements; participates in the recruiting and training of foster parents and assists in the planning and presenting of pre-service and in-service training.

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

CHILD PROTECTIVE SERVICE WORKER I

Page 2

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in social work, psychology, social psychology, sociology, human services, behavioral science, cultural anthropology, or counseling, pastoral counseling or divinity.

Experience: No experience required.

OR

Education: Bachelor's degree with at least twelve (12) courses or thirty-six (36) credit hours in social work, psychology, social psychology, sociology, cultural anthropology, human services, behavioral science, or counseling, pastoral counseling or divinity.

Experience: No experience required.

License/Certification: Must possess a valid driver's license and/or have access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS:

1. For appointment consideration, Child Protective Service Worker I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must successfully complete the CPSW Academy within the first twelve months of employment.
3. Upon completion of the CPSW Academy, must attend 30 hours of in service training annually. In addition, must successfully complete the formal mentoring program.
4. Must be available for non-traditional work hours to meet the needs of client families and children in their homes and other public locations.

RECOMMENDED WORK TRAITS: Knowledge of the principles and methods of social work, availability and use of community resources. Ability to exercise good judgment in evaluating situations and in making decisions. Ability to interpret departmental policy, procedures and objectives. Ability to write case histories and related reports. Appreciation of involved environmental problems arising in connection with case work. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with representatives of other social agencies, institution officials, the public and clients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.